

**VIRGINIA BOARD OF NURSING
EDUCATION INFORMAL CONFERENCE COMMITTEE
MINUTES
November 17, 2008**

TIME AND PLACE: The meeting of the Education Special Conference Committee was convened at 9:08 a.m. in Suite 201, Department of Health Professions 9960 Mayland Drive, Second Floor, Richmond, Virginia.

MEMBERS PRESENT: Judith E. Piersall, R.N., B.S.N., Chairperson
Florence Jones-Clarke, R.N., M.S.
Joyce Hahn, RN, Ph.D.

STAFF PRESENT: Jay Douglas, R.N., M.S.M., C.S.A.C., Executive Director
Paula B. Saxby, R.N., Ph.D., Deputy Executive Director, Education
Jessica C. Ressler, R.N.C., M.S.N., Nursing Education Consultant
Barbara Applegate, R.N., B.S.N., On-Site Visitor
Jean Moseley, R.N., M.S., On-Site Visitor
Marsh Dubbé, R. N., On-Site Visitor

CONFERENCES SCHEDULED:

REGISTERED NURSING, PRACTICAL NURSING, AND NURSE AIDE EDUCATION PROGRAMS

Application to Establish a Nursing Education Program

Stratford University – Baccalaureate Degree Nursing Education Program, Falls Church
Dr. Janet M. Byers and Dr. Richard Shyrtz were in attendance.

At 9:32 a.m., Dr. Hahn moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Stratford University – Baccalaureate Degree Nursing Education Program, Falls Church. Additionally, she moved that Ms. Douglas, Ms. Ressler, Dr. Saxby, Ms. Applegate, Ms. Dubbé and Ms. Moseley attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 9:51 a.m.

Dr. Hahn moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend:

1. Accept the application documentation in fulfillment of **18VAC90-20-40.A.1.2.**; and
2. The admission of students and the advertisement of this proposed pre-licensure BSN program is **not** authorized. As per Board approval

in September, this program is restricted to 1 campus, which is the Falls Church campus.

Ms. Douglas left the meeting at 9:45am.

Application to Establish a Nursing Education Program

Bon Secours Memorial School of Nursing – Baccalaureate Degree
Nursing Education Program, Richmond
Dr. Susan Bodin and Juliet Chamberlain were in attendance.

At 10:13 a.m., Dr. Hahn moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Bon Secours Memorial School of Nursing – Baccalaureate Degree Nursing Education Program, Richmond. Additionally, she moved that Ms. Ressler, Dr. Saxby, Ms. Applegate, Ms. Dubbé and Ms. Moseley attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 10:20 a.m.

Dr. Hahn moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend:

1. Accept the application documentation in fulfillment of **18VAC90-20-40.A.1.2**;
2. Review and redevelop/update the contracts to reflect the fact that the students will be pre-licensure registered nursing students;
and
3. The admission of students and the advertisement of this proposed pre-licensure BSN program is **not** authorized.

Provisional Approval Site Visit

Longwood University – Baccalaureate Degree Nursing Education
Program, Farmville
Dr. Jean Sorrells-Jones and Kriston Windon were in attendance

At 10:49 a.m., Dr. Hahn moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Longwood University – Baccalaureate Degree Nursing Education Program, Farmville. Additionally, she moved that Ms. Ressler, Dr. Saxby, Ms. Applegate, Ms. Dubbé and Ms. Moseley attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 10:58 a.m.

Dr. Hahn moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend:

1. Accept the documentation as fulfillment of the requirements for provisional approval, **18VAC90-20-50.1.2**; and
2. The admission of students and the advertisement of this proposed pre-licensure BSN program is **not** authorized until a site visit is conducted by a Board representative and that report is reviewed by the Board.

Add the following suggestions for improving the program:

1. Add an objective for successful completion of the NCLEX-RN to the graduate expectations as listed on page 2 of the proposal; and
2. Add an objective that addresses abuse, neglect, and abandonment to the course curriculum. This is usually focused in the care of the elderly.

Provisional Approval Site Visit to Establish a Nursing Education Program

Bryant and Stratton College – Associate Degree Nursing Education Program, Richmond

Nina Beaman and Darlene Lachet were in attendance.

At 11:08 a.m., Dr. Hahn moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Bryant and Stratton College – Associate Degree Nursing Education Program, Richmond. Additionally, she moved that Ms. Ressler, Dr. Saxby, Ms. Applegate, Ms. Dubbé and Ms. Moseley attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 11:15 a.m.

Dr. Hahn moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend:

1. Grant provisional approval and the admission of students and the advertisement of this associate degree nursing program is authorized;

2. The first quarterly report is due 90 days after the admission of the first students; and
3. NCSBN will be notified and a program code will be assigned to this associate degree nursing program.

And the following suggestions for improving the program:

1. Consideration given to increasing the theory pass rate from 70% to a higher percentage to help ensure NCLEX success; and
2. Having copies of required nursing texts available in library for reference.

Ms. Douglas returned to the meeting at 11:15 am.

Continued Approval Survey Visit

Southampton Memorial Hospital – Practical Nursing Education Program, Franklin
Ercelle Vann was in attendance.

At 11:18 a.m., Dr. Hahn moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Southampton Memorial Hospital – Practical Nursing Education Program, Franklin. Additionally, she moved that Ms. Douglas, Ms. Ressler, Dr. Saxby, Ms. Applegate, Ms. Dubbé and Ms. Moseley attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 11:25 a.m.

Dr. Hahn moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend continued approval to this practical nursing education program with the next survey visit scheduled for 2016.

And the following suggestion for improving the program:

Continue to explore additional computer software and simulation technologies.

Application and Provisional Approval to Establish a Nursing Education Program

REDD Educational Institute – Practical Nursing Education Program, Chesapeake

Margaret Dominado and Jeffery Reyes were in attendance.

At 11:32 a.m., Dr. Hahn moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of REDD Educational Institute – Practical Nursing Education Program, Chesapeake. Additionally, she moved that Ms. Douglas, Ms. Ressler, Dr. Saxby, Ms. Applegate, Ms. Dubbé and Ms. Moseley attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 11:40 a.m.

Dr. Hahn moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend:

1. Accept the application documentation in fulfillment of **18VAC90-20-40.A.1.2**;
2. Accept the provisional approval documentation of the curriculum and the naming of the program director as fulfillment of **18VAC90-20-50**;
3. Grant provisional approval and the admission of students and the advertisement of this practical nursing program is authorized;
4. The first quarterly report is due 90 days after the admission of the first students; and
5. NCSBN will be notified and a program code will be assigned to this practical nursing program.

Curriculum Change

Riverside School of Professional Nursing – Pre-Licensure Registered Nursing Education Program, Newport News

Debbie Sullivan-Yates and Patricia Cork were in attendance.

At 12:12 p.m., Dr. Hahn moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Riverside School of Professional Nursing – Pre-Licensure Registered Nursing Education Program, Newport News. Additionally, she moved that Ms. Douglas, Ms. Ressler, Dr. Saxby, Ms. Applegate, Ms. Dubbé and Ms. Moseley attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 12:30 p.m.

Dr. Hahn moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom

of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend:

1. Deny the curriculum change because it does not meet the requirements in 18VAC90-20-120.B.C.& E.;
2. Develop a plan of correction that will address the lack of 500 clinical hours in this LPN to RN program; and
3. Present documentation that the LPN to RN articulation program meets the requirement of the above regulation.

Curriculum Change

Hampton University – Baccalaureate Degree Nursing Education Program, Hampton and Virginia Beach
Shevellanie Lott and Hilda Williamson were in attendance.

At 12:46 p.m., Dr. Hahn moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Hampton University – Baccalaureate Degree Nursing Education Program, Hampton and Virginia Beach. Additionally, she moved that Ms. Douglas, Ms. Ressler, Dr. Saxby, Ms. Applegate, Ms. Dubbé and Ms. Moseley attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 12:54 p.m.

Dr. Hahn moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend acceptance of the curriculum change as information.

Application to Establish a Nurse Aide Education Program

Professional Nurses, Inc., Richmond
Valerie Best was in attendance.

At 12:59 p.m., Dr. Hahn moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Professional Nurses, Inc., Richmond. Additionally, she moved that Ms. Douglas, Ms. Ressler, Dr. Saxby, Ms. Applegate, Ms. Dubbé and Ms. Moseley attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 1:04 p.m.

Dr. Hahn moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend approval to the nurse aide education program at Professional Nurses, Inc. pending receipt of evidence for the following regulations:

1. Add content and objective for “fall prevention” to Unit 20 or Unit 22 [18 VAC 90-25-40.A.1.c];
2. Add objective for “caring for the clients’ environment” to Unit 17 [18 VAC 90-25-40.A.2.d];
3. Add objective for “measuring and recording fluid and food intake and output” to Unit 12 [18 VAC 90-25-40.A.2.e];
4. Add objective for “assisting with eating and hydration including proper feeding technique” to Unit 11 [18 VAC 90-25-40.A.3.e];
5. Add objective for “modifying the aide’s behavior in response to behavior of clients” to Unit 5 [18 VAC 90-25-40.A.4.a];
6. Add objective for “demonstrating principles of behavior management by reinforcing appropriate behavior and causing inappropriate behavior to be reduced or eliminated” to Unit 7 [18 VAC 90-25-40.A.4.c];
7. Add objective for “demonstrating skills supporting age appropriate behavior by allowing the client to make personal choices, and by providing and reinforcing other behavior consistent with clients’ dignity” to Unit 3 [18 VAC 90-25-40.A.4.d];
8. Add objective for “utilizing client’s family or concerned others as a source of emotional support” to Unit 6 [18 VAC 90-25-40.A.4.e];
9. Add objective for “responding appropriately to client’s behavior; including, but not limited to, aggressive behavior and language” and add content for “aggressive language” to Unit 7 [18 VAC 90-25-40.A.4.f];
10. Add objective for “communicating with sensory impaired residents” to Unit 3 [18 VAC 90-25-40.A.4.b];
11. Add objective for “using methods to reduce the effects of cognitive impairment” to Unit 8 [18 VAC 90-25-40.A.5.d];
12. Add objective for “using assistive devices in transferring, ambulation, eating, and dressing” to Unit 19 [18 VAC 90-25-40.A.5.d];
13. Add objective for “turning and positioning, both in bed and chair” to Unit 33 [18 VAC 90-25-40.A.6.c];
14. Add objective for “bowel and bladder training” to Unit 12 [18 VAC 90-25-40.A.6.d];
15. Add objective for “caring for and using prosthetic and orthotic devices” to Unit 19 [18 VAC 90-25-40.A.6.e];

16. Add objective for “teaching the client in self-care according to the client’s abilities as directed by a supervisor” to Unit 19 [18 VAC 90-25-40.A.6.f];

17. Add content and objective for “providing privacy and maintaining confidentiality” to Unit 4 [18 VAC 90-25-40.A.7.a];
18. Add objective for “promoting the client’s right to make personal choices to accommodate individual needs” to Unit 10 [18 VAC 90-25-40.A.7.b];
19. Add content for “legal and regulatory aspects of practice as a certified nurse aide” to include Board of Nursing Regulations to Unit 4 [18 VAC 90-25-40.A.8];
20. Add objective for “occupational health and safety measures” to Unit 9 [18 VAC 90-25-40.A.9];
21. Revise “Admission Checklist” to reflect the correct address for the Virginia Board of Nursing; and
22. Give Board of Nursing Guidance Document 90-55 to the students on the first day of class “Joint statement of the Department of Health and the Department of Health Professions on Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia”.

Application and Fee to Establish a Nursing Education Program

St. Michael College – Associate Degree Nursing Education Program, Alexandria

Action: Accept the application form and documentation of receipt of a \$1,200.00 check as information. The admission of students and the advertisement of this proposed pre-licensure ADN program is not authorized.

Application and Fee to Establish a Nursing Education Program

America Health Care, Inc. – Practical Nursing Education Program, Edison, NJ

Action: Accept the application form and documentation of receipt of a \$1,200.00 check as information. The admission of students and the advertisement of this proposed pre-licensure ADN program is not authorized.

Quarterly Report

American International Institute of Health – Practical Nursing Education Program, Arlington

Action: Recommend acceptance of the quarterly report as information.

Quarterly Report

Northern Virginia Community College, Online – Associate Degree Nursing Education Program, Arlington

Action: Recommend:

1. Accept the quarterly report as information; and
2. The next quarterly report will be due February 13, 2009. In that report please document the courses that are being taught including clinical site information and any pertinent information

regarding the positives and/or negatives incurred with the online program.

Quarterly Report

Northern Virginia Community College – Associate Degree Nursing Education Program, Arlington Campus

Action: Recommend:

1. Accept the quarterly report as information; and
2. The next quarterly report will be due February 13, 2009. In that report please document the courses that are being taught including clinical site information.

Quarterly Report

Eastern Shore Community College – Practical Nursing Education Program, Melfa

Action: Recommend:

1. Accept the quarterly report as information;
2. The next quarterly report will be due December 28, 2008; and
3. In that quarterly report, provide the Board with an NCLEX plan of correction that defines how the issue of low test scores will be addressed by this program.

Quarterly Report

The University of Virginia's College at Wise – Baccalaureate Degree Nursing Education Program, Wise

Action: Recommend:

1. Accept the quarterly report as information;
2. The next quarterly report will be due February 13, 2009; and
3. Administration and faculty must engage in a total curriculum review, including the sequencing of courses, and present the preliminary findings to the Board in the February quarterly report.

Quarterly Report

Medical Careers Institute – Practical Nursing Education Program, Richmond

Action: Recommend:

1. Accept the quarterly report as information;
2. The next quarterly report will be due February 13, 2009 and should include the NCLEX-PN pass rates for the first class; and
3. A survey visit will be scheduled for early February 2009.

Quarterly Report

J. Sargeant Reynolds Community College – Practical Nursing Education Program, Richmond

Action: Recommend:

1. Accept the quarterly report as information; and
2. The next quarterly report will be due February 13, 2009 and should include the NCLEX-PN pass rates.

Quarterly Report

Rappahannock Community College – Associate Degree Nursing Education Program, Warsaw

Action: Recommend:

1. Accept the quarterly report as information; and
2. The next quarterly report will be due February 13, 2009.

Quarterly Report

Career Training Solutions – Associate Degree Nursing Education Program, Fredericksburg

Action: Recommend:

1. Accept the quarterly report as information; and
2. The next quarterly report will be due February 13, 2009.

Quarterly Report

Virginia School of Nursing and Medical Institute – Practical Nursing Education Program, Springfield

Action: Recommend:

1. Accept the quarterly report as information;
2. The next quarterly report will be due February 13, 2009 and must include a faculty summary and a report concerning the plan of correction for improving the NCLEX-PN pass rates; and
3. Remove “associate degree students” from the following contracts: Doctors Community Hospital, Manor Care at Fair Oaks, Hermitage, and Fairfax Nursing Center. Those contracts will need to be re-signed and presented to the Board within 30 days for its review.

Curriculum Change

Medical Careers Institute – Practical Nursing Education Program
All Campuses

Action: Recommend:

1. Accept the curriculum change/revisions as information; and
2. Within 15 days provide documentation to the Board regarding the official name of the school at each location.

Decrease in Curriculum Hours

Riverside School of Health Professions – Practical Nursing Education Program, Newport News

Action: Recommend acceptance of the change in curriculum hours as information.

Change of Name and Quarterly Report

Professional Healthcare Institute – Practical Nursing Education Program, Woodbridge

Action: Recommend:

1. Accept the change of name as information;

2. Accept the quarterly report as information;

3. The next quarterly report will be due December 28, 2008;
4. In that quarterly report, provide the Board with an NCLEX plan of correction that defines how the issue of low test scores will be addressed by this program. Also include information related to the practical nursing program, such as: current faculty roster, documentation of attendance at clinical sites, a current curriculum plan, and any program revisions made during this calendar year;
5. A repeat survey visit in early 2009 focusing on curriculum, policies relating specifically to the PN program, faculty meeting, and student body meeting; and
6. Provide minutes to reflect use of systematic plan of evaluation;
7. Provide documentation of Mental Health, Ob., Peds. clinical hours and state where clinical hours are held; and
8. Provide current SCHEV certificate.

Response to Requirements Not Met at a Survey Visit

J. Sargeant Reynolds Community College – Associate Degree
Nursing Education Program, Richmond

Action: Recommend:

1. Accept the documentation presented as information;
2. Provide the Board with a graduate survey as soon as it becomes available; and
3. Continue approval of this pre-licensure registered nursing program with the next survey visit scheduled for 2016.

Response to Requirements Not Met at a Survey Visit

Blue Ridge Job Corps – Practical Nursing Education Program,
Marion

Action: Recommend:

1. Placing the program on conditional approval 18VAC90-20-160.C.2.;
2. The following documentation is required to be at the Board office within 14 days of receipt of this letter:
 - a. Present a budget to the Board as required in **18VAC90-20-70.E.** "There shall be evidence of financial support and resources sufficient to meet the goals of the nursing education program";
 - b. Revisions to the preceptor packet, **18VAC90-20-95.D.1,2, and 4;**
 - c. Minutes of the faculty meeting shall reflect the use of the Systematic Plan of Evaluation, **18VAC90-20-90.C.6;**
 - d. Provide objectives relating to the prevention of patient neglect and abandonment, **18VAC90-20-120.B.5.c:** and

- e. Position description specific to the practical nursing director of this nursing education program that includes the requirements of the Board of Nursing Regulation **18VAC90-20-70.C.1-4.**

3. The next quarterly report is due December 18, 2008; and
4. The NCLEX-PN update is due on December 31, 2008.

Response to Requirements Not Met at a Survey Visit

Ultimate Health School – Practical Nursing Education Program, Falls Church

Action: Recommend:

1. Accept the documentation presented as information;
2. The quarterly report will be due February 13, 2009; and
3. The quarterly report should discuss the plan of correction for NCLEX-PN improvement. It should also contain a current faculty summary and the clinical placements of students.

Notification of Program Closure

Jefferson College of Health Sciences – Associate Degree Nursing Education Program, Roanoke

Action: Recommend:

1. Accept the documentation presented as information; and
2. Notify the Board when the closure is complete as stated in **18VAV90-20-170.A.C.**

Notification of Withdrawal from a Collaboration

Virginia Western Community College – CNP Online Program, Roanoke

Action: Recommend:

1. Accept the documentation presented as information; and
2. Notify the Board when the withdrawal is complete as stated in **18VAV90-20-170.A.C.**

On Site Review Report – Programs requiring remediation to meet all regulations

T.C. Williams High School, Alexandria

Action: Recommend conditional approval with thirty (30) days to meet the following requirement:

Develop a curriculum plan to include a detailed content/topical outline and objectives for each unit that reflect all the curriculum content

from the regulations; Include a detailed classroom and clinical schedule for the high school program **[18 VAC 90-25-40.A]**.

On Site Review Report – Programs requiring remediation to meet all regulations

Action: Recommend continued approval of the following nurse aide education programs:

Dailey's Health Care, Inc., Chesapeake
George Washington High School, Danville
Madison County High School, Madison
Skyline Terrace Nursing Home, Woodstock
Virginia Highlands Community College, Abingdon
Virginia Veterans Care Center, Salem

Meeting adjourned at 1:55 p.m.

Paula B. Saxby, R.N., Ph.D.
Deputy Executive Director

Jessica C. Ressler, R.N.C., M.S.N.
Nursing Education Consultant